



Access to Information Request

Personal information on this form is collected under the Newfoundland and Labrador *Access to Information and Protection of Privacy (ATIPP) Act* and will be used to respond to your request. **See instructions below.**

1. To Which Public Body Are You Making Your Request?	
2. Applicant Name:	
Organization (where applicable): _____	
Address: _____ _____ _____ Postal Code: _____	
Daytime Telephone #: ()	Facsimile #: ()
E-Mail: _____	
3. What Information Are You Requesting? <i>Please check one</i>	

- My own personal information (For another person's personal information, attach proof of authority)
- General Information

I wish to obtain access to the following information/records (*please be specific*):

If you need more space, attach a separate piece of paper.

Applicant's Signature: _____ **Date:** _____
YYYY-MM-DD

For Public Body Use Only

Date Received: _____ File #: _____

Instructions

Please

- Make only one request on each application form
- Describe the records or information you are seeking in as much detail as possible
- Enclose a cheque or money order for the \$5.00 application fee payable to the public body to which the request is submitted (or, if a government department, payable to the Newfoundland Exchequer)
- Send or deliver this form and the fee to the Access and Privacy Coordinator of the public body most likely to have the records you are seeking
- Keep a copy for your records
- Please note that under authority of section 68 of the Access to Information and Protection of Privacy Act (ATIPPA) you may be asked to pay certain additional costs as prescribed by the Minister responsible for the ATIPPA, before gaining access to records. If the estimated costs of a request for general information are more than \$50, you will be sent an Estimate of Costs and a request to pay a 50% deposit.
- Please note that if the public body does not respond within 30 days of receipt of this application, you may ask for a review by the Information and Privacy Commissioner, under authority of section 43 of the ATIPPA, or you may appeal to the Supreme Court Trial Division. In addition, if the public body extends this 30-day period under subsection 16(1), you may make a complaint to the Information and Privacy Commissioner in accordance with section 44.
- The ATIPPA may be viewed in its entirety at <http://www.gov.nl.ca/hoa/statutes/a01-1.htm>
- Further information about making a request for access is available on the Access to Information and Protection of Privacy Coordinating Office web site that may be found at www.gov.nl.ca/just.

Personal information collected on this form is protected by the *Access to Information and Protection of Privacy Act* and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator of the public body to whom the application is sent.